



### About our Agency

The Washington State Patrol (WSP) is a professional public safety agency made up of dedicated professionals who work hard to improve the quality of life as well as prevent the unnecessary loss of life on a daily basis. The WSP has approximately 2200 employees and is organized into six bureaus: Field Operations, Technical Services, Forensic Laboratory Services, Fire Protection, Investigative Services, and Management Services. More than half of all WSP employees work in a variety of non-commissioned jobs to support the Patrol's mission.

### Mission Statement

The WSP makes a difference every day, enhancing the safety and security of our state by providing the best public safety services.

### Vision

The WSP's programs and operations exemplify the highest standards of professionalism. We achieve our mission through accountability and continuous performance improvement,

# Administrative Assistant 1

**Recruitment #:** C1738MR  
**Location:** Seattle, WA  
**Working Time:** Full-Time  
**Appointment Type:** Permanent  
**Job Class Code:** 09520  
**Opens:** 9/25/06  
**Closes:** Open Until Filled

### Primary Duties:

This position is located in the Crime Laboratory Division and provides quality assurance to the Washington State Patrol crime laboratories throughout the state. This position checks and evaluates work processes and controls to ensure they meet accepted standards. Which helps provide the highest quality forensic services to local law enforcement and prosecuting attorneys so that violent crime can be successfully investigated and prosecuted. Key work activities include, but are not limited to the following:

- Provide assistance for maintaining quality – conduct/assist with quality and security audits, coordinate arrangements for external DNA audit, formulate and recommend quality improvements, coordinate and track proficiency tests, monitor and track peer reviews and testimony monitoring.
- Provide assistance for accreditation compliance – assist with the preparation and presentation for accreditation, coordinate accreditation inspection arrangements, assist with records retention and document control.
- Provide assistance for employee development – organize and track employee training events, assist with the development of personal services contracts for outside instructors, assist with the development of individual training plans, assist in coordinating area meetings.
- Research caseload data; prepare charts and data for monthly and quarterly reports/presentations.

### Compensation

\$2,102 - \$2,649 per month (range 32). Outstanding benefits including health, dental, vision, life and long-term disability insurance; 12 – 22 days of vacation per year; eleven paid holidays; twelve days of paid sick leave per year; dependent care assistance program; employee assistance program; deferred compensation plans; state retirement plans; Commute Trip Reduction Incentives; training; and credit union membership

### Preferred Education, Professional Experience and Skills:

BA degree in business administration, public administration or closely allied field **OR** clerical or office experience will substitute year-for-year.

Successfully pass the Personal Background Evaluation and be willing to undergo a background investigation and a polygraph exam.

### Desirable Experience and Skills:

- Knowledge of administrative procedures and office practices, correspondence preparation and routing, department policies and procedures, division policies and procedures, current management practices, process improvement;

supported by a strong leadership and a system of effective communication. A committed workforce initiates partnerships and strategic alliances to collaborate on public safety concerns to improve the safety and security of citizens and commerce.

Our performance consistently earns the trust and confidence of the public. The legislature supports the WSP's need to recruit and retain a qualified workforce equipped with information, technology, and physical resources necessary to meet our mission.

### Benefits

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

### Location

The WSP headquarters is located in Olympia, but has offices throughout the state.

### How to Apply

E-mail:

[melissa.rasmussen@wsp.wa.gov](mailto:melissa.rasmussen@wsp.wa.gov)

FAX: (360) 704-2297

Mail: Washington State Patrol  
Attn: Melissa Rasmussen  
211 11<sup>th</sup> Avenue SE  
P.O. Box 42620  
Olympia, WA 98504-2620

- Ability to plan and organize multiple priorities;
- Communicate effectively both verbally and in writing;
- Ability to evaluate data for trends and important impacts;
- Ability to work effectively and respectfully with others;
- Ability to speak in front of small and large groups;
- Willingness to travel across the state as required;
- Ability to learn the principles of accreditation and auditing for quality compliance

### Special Note:

Candidates who are invited to the background and polygraph exam will be required to sign a waiver authorizing the Washington State Patrol to access any and all professional and personal information to include any records of a confidential or privileged nature. The information obtained during this process will not be made available or accessible to the candidate. Background investigations are part of the pre-employment selection process and are not a commitment to employment. Finalist may be scheduled for an additional interview.

### Who May Apply:

This recruitment is open to anyone who meets the qualifications.

### How to Apply:

Initial screen will be based solely on the information contained on your application form. Individuals interested in this position may apply by submitting a [STATE APPLICATION](#), letter of interest, a [WSP PERSONAL BACKGROUND EVALUATION \(PBE\) FORM](#). Please note the WSP has specified hiring standards outlined on the PBE that each employee must meet, due to the nature and security requirements of the position.

The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will be ongoing.

***Please note the Department of Personnel will be transitioning to e-recruiting, a new applicant tracking system, which is expected to go live October 2, 2006. Applicants will need to re-apply for placement on registers in the new system after October 2, 2006.***

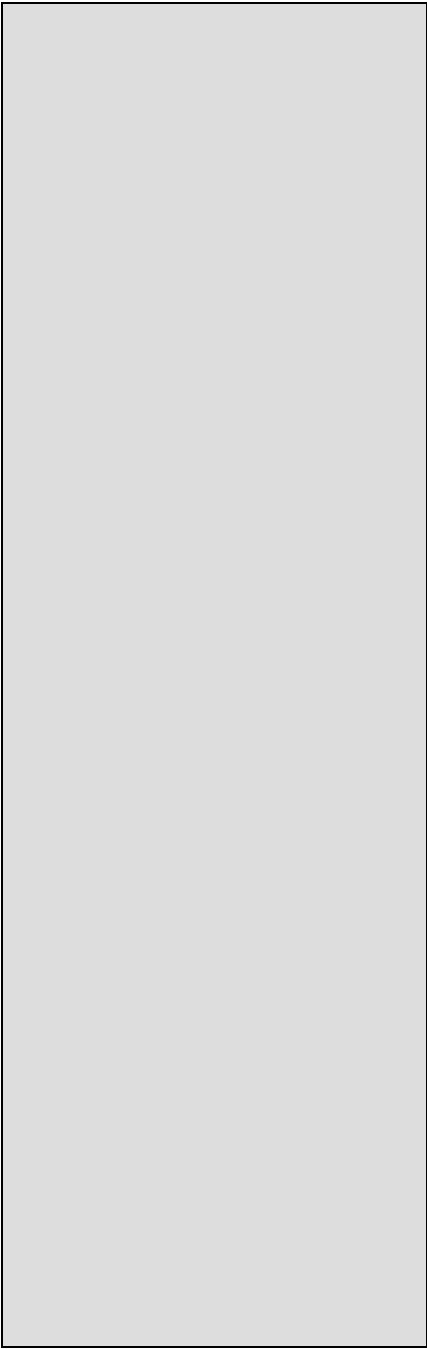
Interested and qualified applicants should submit their application materials to:

**Washington State Patrol  
Attn: Melissa Rasmussen  
211 11<sup>th</sup> Avenue SE  
P.O. Box 42620  
Olympia, WA 98504-2620**

### Exam:

The examination is an evaluation of your education, experience and training, and is based solely on the qualifying information contained in your application. A supplemental questionnaire will be mailed to those candidates who qualify under this announcement.

**Keep a copy of your application.**  
**You may be asked to provide them if contacted for an interview.**



*The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 664-6260.*